Microsoft Excel – Keyboard Shortcuts

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Excel’s keyboard shortcuts

Learn some of the most useful keyboard combinations in Excel, and navigate through your worksheets with ease

Basic shortcuts

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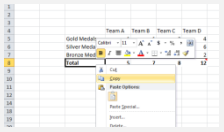
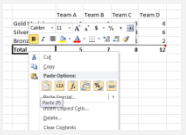
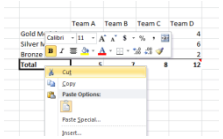
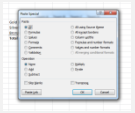
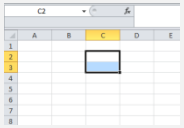
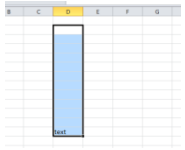
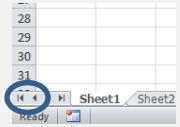
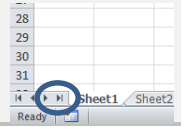
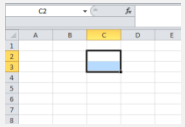
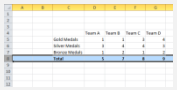
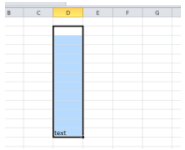
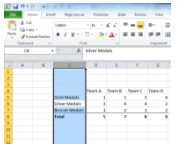
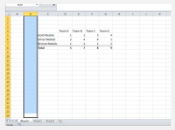
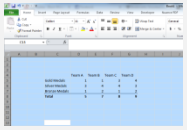
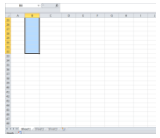
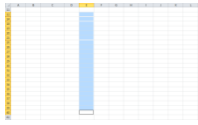
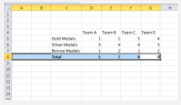
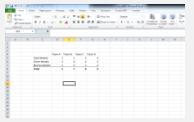
Copy a cell	Ctrl Hold	&	C Press		Paste a copied cell	Ctrl Hold	&	V Press	
Cut a cell	Ctrl Hold	&	X Press		Undo	Ctrl Hold	&	Z Press	
Paste Special	Alt Press	&	E Press	& S Press		Extend current cell selection by one	Shift Hold	&	Arrow Press	
Extend the selection to the last non-blank cell	Ctrl Hold	&	Shift Hold	& Arrow Press		Switch the window	Alt Press	&	Tab Press	
Move through sheets (downwards)	Ctrl Hold	&	PgDn Press		Move through sheets (upwards)	Ctrl Hold	&	PgUp Press	

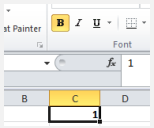
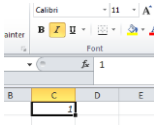
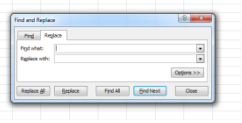
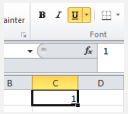
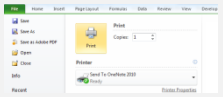
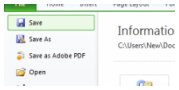
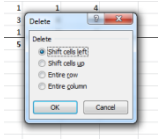
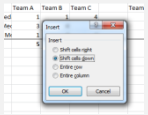
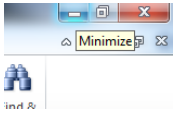
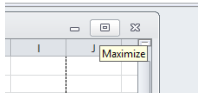
Select an area of cells

Extend the selection by one cell	Shift Hold	&	Arrow Press		Select a row	Shift Hold	&	Spacebar Press	
Extend the selection to the last non-blank cell	Ctrl Hold	&	Shift Hold	& Arrow Press		Select a column	Ctrl Hold	&	Spacebar Press	
Extend the selection upwards (one screen)	Shift Hold	&	PgUp Press		Select the entire sheet	Ctrl Hold	&	A Press	
Extend the selection downwards (one screen)	Shift Hold	&	PgDn Press		Select visible cells only	Alt Hold	&	; Press	
Extend the selection to the beginning of the row	Shift Hold	&	Home Press		Select cells with comments	Ctrl Hold	&	Shift Hold	& O Press	

Data entry

Edit cell	F2 Press		Obtain the same cell as above (fill down)	Ctrl Hold & D Press	
Repeat last operation	F4 Press		Obtain the same cell as the one to the left (fill right)	Ctrl Hold & R Press	
Repeat last operation (Redo)	Ctrl Hold & Y Press		Delete text in the formula bar (until the end of the line)	Ctrl Hold & Del Press	
Type on a new line within the same cell	Alt Hold & Enter Press		Create/Edit a comment	Shift Hold & F2 Press	

“Ctrl” shortcuts

Bold	Ctrl Hold	&	B Press		Find	Ctrl Hold	&	F Press	
Italic	Ctrl Hold	&	I Press		Replace	Ctrl Hold	&	H Press	
Underline	Ctrl Hold	&	U Press		Print	Ctrl Hold	&	P Press	
Save	Ctrl Hold	&	S Press		Delete a cell, column, row	Ctrl Hold	&	- Press	
Insert a cell, column, row	Ctrl Hold	&	Shift Hold	&	+ Press		Open a workbook	Ctrl Hold	&	O Press	
Minimize workbook	Ctrl Hold	&	F9 Press		Maximize workbook	Ctrl Hold	&	F10 Press	

The power of the “Alt” key

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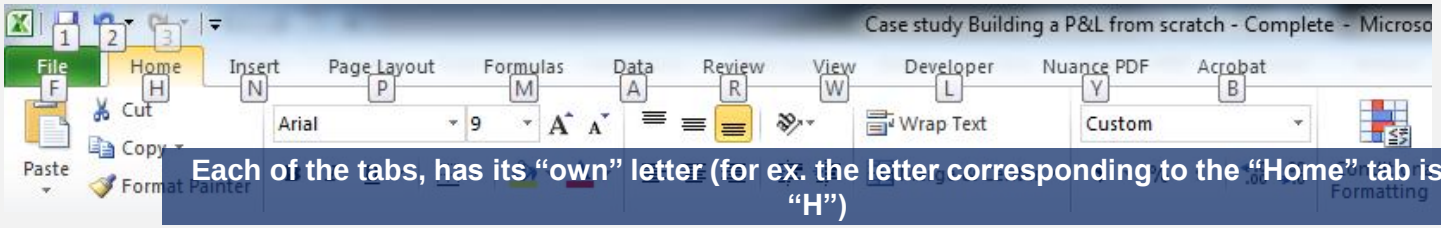
When we press the “Alt” button, we see the following:

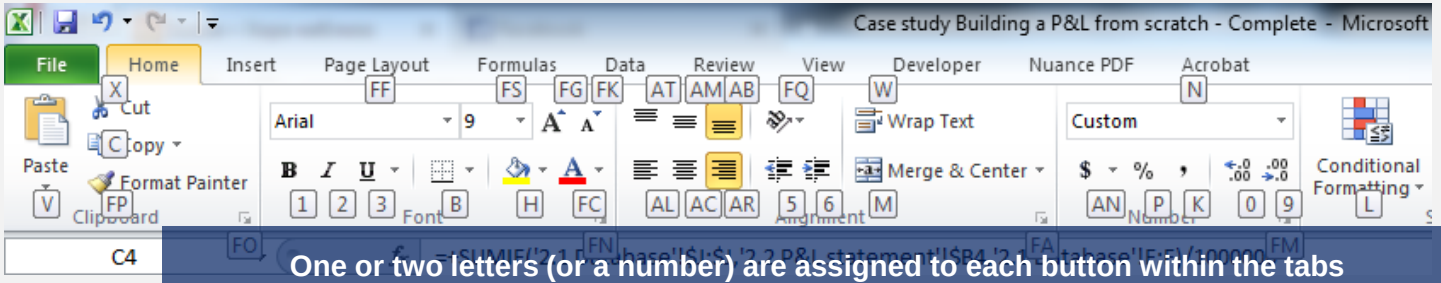
1



Each of the tabs, has its “own” letter (for ex. the letter corresponding to the “Home” tab is “H”)

Then after pressing “H”, we see the following:

2



One or two letters (or a number) are assigned to each button within the tabs

We are able to form many shortcuts using the “Alt” button. The ones that we use very frequently are rapidly memorized by our brain and we become much, much quicker in carrying out routine tasks (which is fundamental for solid Excel users)

Combinations generated with “Alt”

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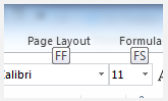
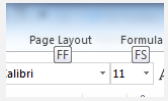
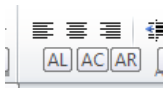
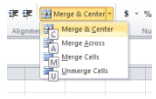
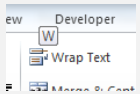
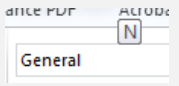
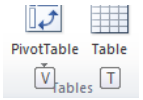
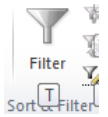
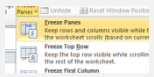
Select a font size	Alt & H & FS Press Press Press	
Select a font	Alt & H & FF Press Press Press	
Align text	Alt & H & AL/AC/AR Press Press Press	
Merge & Center	Alt & H & M & C Press Press Press Press	
Wrap text	Alt & H & W Press Press Press	
Change number format	Alt & H & N Press Press Press	
Insert a Pivot Table	Alt & N & V Press Press Press	
Insert a filter	Alt & A & T Press Press Press	
Freeze Panes	Alt & W & F & F Press Press Press Press	
Insert a comment	Alt & R & FS Press Press Press	

“Paste Special” shortcuts

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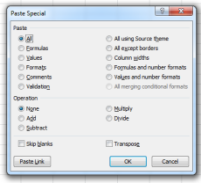
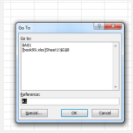
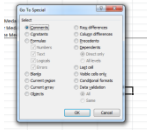
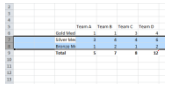
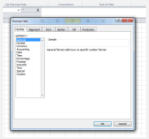
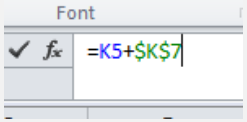
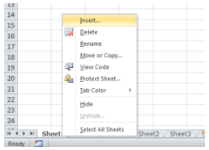
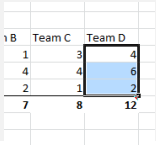
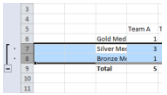
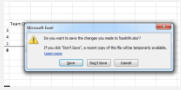
Alt + E + S
“Paste Special”



Paste Special Values	Alt	&	E	&	S	&	V		
	Press		Press		Press		Press		
Paste Special Formats	Alt	&	E	&	S	&	T		
	Press		Press		Press		Press		
Multiply by a copied cell	Alt	&	E	&	S	&	M		
	Press		Press		Press		Press		
Transpose	Alt	&	E	&	S	&	E		
	Press		Press		Press		Press		

Paste Special Formulas	Alt	&	E	&	S	&	F		
	Press		Press		Press		Press		
Paste Special Formulas and number formats	Alt	&	E	&	S	&	R		
	Press		Press		Press		Press		
Divide by a copied cell	Alt	&	E	&	S	&	I		
	Press		Press		Press		Press		
Paste Special Column width	Alt	&	E	&	S	&	W		
	Press		Press		Press		Press		

Other shortcuts

"Go To" window	F5 Press	
"Select Special"	F5 Press & Alt Hold & S Press	
Save as	F12 Press	
Ungroup rows/columns	Alt Hold & Shift Hold & Left Arrow Press	
Format cells	Ctrl Hold & 1 Press	
Fix the row and column reference of a cell (in the formula bar)	F4 Press	
Insert a blank sheet	Shift Hold & F11 Press	
Select directly or indirectly connected cells	Ctrl Hold & Shift Hold & { Press	
Group Rows/columns	Alt Hold & Shift Hold & Right arrow Press	
Close Excel	Alt Hold & F4 Press	

Logical operators and Grouping of sheets

365 Careers

Logical operators

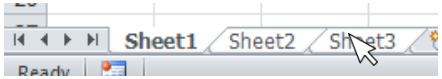
=	Equal to
>	Greater than
<	Less than
<>	Different than
>=	Greater or equal
<=	Smaller or equal

Grouping of sheets

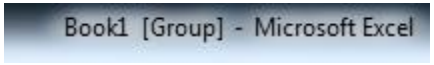
You can group worksheets, if you would like to edit multiple worksheets at the same time. When two or more sheets are grouped, every action that is carried on one of them is carried out at the other as well

Shift **&** **Left-click on a sheet**

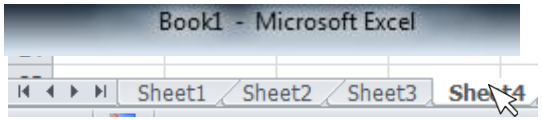
Hold **Press**



Hold the Shift button and click on the sheets that you would like to be grouped



Once you have grouped the sheets, the title of the workbook would indicate that you are operating in "Group" mode



In order to exit Group mode, you need to go to a sheet which was not included in the Grouping. The "[Group]" sign at the top of the workbook will immediately disappear

! **Please, use this functionality very carefully! It is possible to forget that you are still operating under "Group" mode. Be careful not to do that.** !